



Minutes NV IT Operations Committee (NITOC)

DATE	January 19, 2005
TIME	1:30 PM
LOCATION	Kinkead Conference Room, Carson City
RECORDER	Maggie Thorne

ATTENDANCE

Chair Name	Present	Co-Chair Name	Present
Terry Savage, Chair	✓	Kathy Ryan, Co-Chair	
Roberta Roth, Chair, ITPOC		Andrew Clinger, Co-Chair, Strategic Plan	
Janice Rhode, Chair, IT Workforce	✓	Kathy Comba, Co-Chair, IT Workforce	✓
Dave McTeer, Chair Enterprise Architecture	✓		
Teri J. Mark, Chair, NERC	✓	Linda Morrison, Co-Chair NERC	
Alan Rogers, Chair, Integration		Vacant, Co-Chair, Integration	
Randy Potts, Chair, Security		Jerry Beauchamp, Co-Chair, Security	✓

Other attendees

Name	Name
Alisanne Maffei, DoIT, ITSPC Coordinator	Brian Guest, DoIT, Security Unit

CALL TO ORDER

Terry Savage called the meeting to order at 1:30 pm.

REVIEW OF MINUTES AND AGENDA CHANGES

THE MINUTES FROM THE NOVEMBER 10, 2005 MEETING WERES ACCEPTED AS SUBMITTED.

CHAIRMAN REPORT

None presented

DECISIONS¹

Item No.	Decision
1	Alisanne Maffei discussed the ITSPC's top-ten issues that have been distributed via an all agency memorandum. As in the previous year, she asked that members of NITOC rank the top-ten as well. <u>Alisanne will be distributing an e-mail to all NITOC members to provide her with their ranking and once completed, she will provide the information to NITOC at a future meeting.</u>

¹ *Decision:* Reaching a conclusion... particularly in response to a course of action.

2.	<u>A new standard (7.02) on email and calendaring was discussed. It was agreed that more discussion was necessary and the PSP was tabled for the next meeting.</u> Members did agree to add the words "a minimum of..." in section 6.4 on E-mail Storage and Retention. Jerry Beauchamp did have concerns with regards to Gateways and the financial impact on his agency since he indicated DoIT has denied access to using its gateway if an agency does not use its e-mail system. Terry said he would consult with Shawn Curby with regards to this to find out why. Terry also requested that Shawn be present when this PSP is reviewed again at the next meeting. Maggie indicated she would correct the formatting/indenting.
3.	<u>A new standard (7.03) on Authenticity was discussed. As agreed at a previous NITOC meeting, PSPs that impact on other disciplines must be reviewed over those committees prior to being presented to NITOC. Therefore, this PSP was referred back to the Security Committee for review.</u>
4.	<u>A new standard (4.08) on Computer Incident Reporting was discussed. A motion was made by Teri Mark and seconded by Jerry Beauchamp to approve this PSP as amended. Motion carried.</u> Amendments: <ul style="list-style-type: none"> • Change to a "Procedure" • Change Title to "Computer Security Incident Response. • Change 1.0 to read IT "security" incidents • Change 5.0 (A) (1) to read IT "security" incidents. Last sentence to read "Once the incident has been characterized as an IT security incident, the ISO will submit a report to OIS. • Change 5.0(B) to read "If an incident remains uncharacterized for six hours the Agency ISO will notify the OIS. • Change 7.0, Characterized incident to Characterized IT Security incident
5.	<u>A revised standard (2.01 Document Format and Form 2T01) was discussed. A motion was made by Dave McTeer and seconded by Teri Mark to approve as presented. Motion carried.</u> There was discussion on defining a "Policy", "Standard" and "Procedure" and Maggie said she would investigate to incorporate into the form.
6.	<u>A revised standard (5.02(D) Hardware Acquisitions was discussed. Due to time constraints, it was tabled until the next meeting.</u>
7.	<u>Due to time constraints, discussion and approval of the Statewide IT Glossary of Terms was tabled until next month's meeting.</u>

COMMITTEE REPORTS

	Due to time constraints, no Committee reports were given. ITSPC did distribute a status report for the period of 11/11/05 – 1/10/06 to the NITOC members.
1.	IT Project Oversight
2.	NERC
3.	IT Work Force
4.	Integration
5.	Strategic Planning
6.	Enterprise Architecture
7.	Security
8.	NCSC

ACTION ITEMS²

Item	Opened	Description	Assigned	Due	Closed
9.	7/11/02	Draft inter-committee working relationship policy statement.	Terry Savage	Sometime Soon	

OTHER ISSUES

The next regular meeting of NITOC (February 9) needs to be rescheduled. Maggie will poll the membership for a more convenient time for all.

ADJOURNMENT

The meeting was adjourned at 3:10 pm.

² *Action Item*: A commitment to complete an action or an assignment.